

**Department of Personnel Administration
Memorandum**

TO: Personnel Management Liaisons (PML)

SUBJECT: Benefits Overview Training for All Employees	REFERENCE NUMBER: 2007-014
DATE ISSUED: 04/18/07	SUPERSEDES:

This memorandum should be forwarded to:

**Training Officers
Employee Benefit Officers
Personnel Officers
Personnel Transactions Supervisors
Personnel Transactions Staff**

FROM: Department of Personnel Administration
Benefits Division

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This memorandum provides important information regarding Benefits Overview Training for all employees.

Benefits Overview Training

The Benefits Overview Training for all employees is called "Increase Your Paycheck". The training covers three different benefits that are designed to help interested employees increase their take home pay. The benefits that will be discussed are the FlexElect Program Medical and Dependent Care Reimbursement Accounts, Pre-Tax Parking Program and Employee Suggestion Program. A flyer describing the training is attached to this PML. We are asking that you make this flyer available to all employees in your department via e-mail and posting on interoffice bulletin boards. This class is available to all interested employees; however class size is limited. We have scheduled six days of training, three in Sacramento and one each in Fresno, San Francisco and Los Angeles. We will offer two training sessions per day and the sessions are scheduled as follows:

Location	Dates and Times
Sacramento - Secretary of State Building 1500 11 th Street - Auditorium Sacramento CA	June 7, 2007 - 9:00 a.m. to noon June 7, 2007 - 1:00 p.m. to 4:00 p.m.
Ziggurat Building - Department of General Services 707 Third Street - Auditorium West Sacramento, CA	June 14, 2007 - 9:00 a.m. to noon June 14, 2007 - 1:00 p.m. to 4:00 p.m.
CalEPA Building 1001 I Street, Auditorium Sacramento, CA	June 25, 2007 - 9:00 to noon June 25, 2007 - 1:00 p.m. to 4:00 p.m.

San Francisco - San Francisco Civic Center Complex Hiram Johnson Building 455 Golden Gate Avenue San Francisco, CA	July 10, 2007 - 9:00 a.m. to noon July 10, 2007 - 1:00 p.m. to 4:00 p.m.
Fresno - Fresno State Building 2550 Mariposa Mall Fresno, CA	July 26, 2007 - 9:00 to noon July 26, 2007 - 1:00 p.m. to 4:00 p.m.
Los Angeles - Junipero Serra State Building 320 W. Fourth Street Los Angeles, CA	August 9, 2007 - 9:00 a.m. to noon August 9, 2007 - 1:00 p.m. to 4:00 p.m.

The Benefits Training class is offered at no cost, however, attendees should go through their normal internal departmental training request process in order to obtain the proper approvals to attend the class on state time. This training is considered job related and employees should be allowed to attend on state time. Once you have obtained the proper approvals, we ask that the employee self-register using the following link <http://www.dpa.ca.gov/benefits/Calendar/EReg.cfm> or after opening DPA's website (listed below), click on "Benefits" and "Benefits Training" and then select the "Benefits Overview Training for All Employees: Increase Your Paycheck!" The employee's attendance will be electronically confirmed via e-mail immediately after successful registration. We will also e-mail the participant another notice two weeks before class begins. If participants are unable to attend the class, they should notify Susan Coats at least 48 hours before the day of the class. She can be reached via e-mail at susancoats@dpa.ca.gov.

For more benefits information, visit our web site at www.dpa.ca.gov under "Benefits".

/s/Greg Beatty

Greg Beatty
Chief